



Town of Webster

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Purchasing Policy **Adoption Date: March 10, 2008** **Amended: December 17, 2018** **Amended: June 4, 2019**

PURPOSE:

This regulation outlines the Town's policy and procedures for all purchases of supplies, materials and/or repairs. The Select Board requires that all purchasing be centralized and appropriate line items be assigned. This is to encourage better budgeting, public disclosure and financial control.

Routine and/or periodic purchases will come from the Department's regular operating budget.

Capital Reserve Funds are to be used only for their stated purposes. Capital Reserve Funds for equipment are only to be used for items that are long term in nature that costs to purchase and/or install equal or exceed \$250.00 and not for items normally consumed in the current year.

DEPARTMENT HEAD DEFINITIONS:

Department Heads: – Police Chief, Fire Chief, Emergency Management Director, Town Administrator, Financial Administrator, Town Clerk, Tax Collector, Treasurer, Planning Board Chair, Zoning-Board Chair or designee as assigned by the Department Head or the Select Board.

PROCEDURE:

Purchase Order Numbers

Purchase order numbers are available from the Financial Administrator.

A purchase order number will be assigned through the Select Board's Office by the Financial Administrator for all purchases over \$1,000 for supplies, materials, and/or repairs. All purchases shall be in the name of the Town of Webster, not in the name of the individual departments of the Town.

The Financial Administrator will provide Department Heads with a list of their department budget line item numbers. This will ensure that the purchases are charged to the appropriate budget line number. Department Heads are authorized to approve/make purchases under \$1,000 without a purchase order. Purchases requiring delivery are to be delivered to a municipal address, not the home address of the purchaser. Purchases over \$1,000 require Select Board approval prior to purchase.

- Requests for Purchase Orders over \$1,000 must contain the following information;
- Vendor's name with the complete address;
- Itemized description of all items being purchased including quantity and prices;
- Account numbers, to be assigned either by the Department Head or Financial Administrator;
- Date of approval by signature of the Select Board;

- Either a detailed quote and/or estimate from the Vendor along with an explanation.

If the cost of a product/service being purchased is not known at the time of the order, the Purchase Order will be prepared with an estimated cost. Once an invoice has been received, it will be attached to the estimated Purchase Order for payment and processing.

Price Quotes

Three (3) quotes are required for purchases over \$10,000 or a Request for Proposal process used to include specifications required with sealed proposal. The proposal shall be awarded to the company that meets the required specifications and maintains the quality and service required, as determined by the Select Board.

All Capital Outlay/Improvement expenditures, except for vehicle purchases, over \$10,000 not advertised through the Request for Proposal process must have an explanation printed in the next Annual Town Report (per vote of the Legislative Body at Town Meeting on March 15, 1997) as to why the expenditure was not advertised.

The Request for Proposal process may be waived by the Select Board if:

There is only one source of supplies, service or materials;

When the service or products are received through the State or other joint bid process;

When there is an emergency or justifiable special circumstance that requires the timely procurement of goods or services.

Items not requiring a Purchase Order

Listed below are items which do not require POs or additional signatures other than that of the Department Heads. The only requirement is the submission of the appropriate invoices with all supporting documentation attached including delivery and/or packing slips.

- Attendance at conferences and seminars
- Mileage, meals, membership (dues) renewals, etc.
- Utility bills (telephone, cell phone, electric, propane, oil, etc.); Service Contracts (copiers, Assessing Company, etc.); and mandated payments (TANs, Bonds, MVSD, State, County, Pillsbury Lake Water District, Welfare Assistance, and the Webster Free Public Library).

Local Preference Purchasing Policy

The Select Board has determined that it is in the best interest of the Town to give a preference to local residents, workers, businesses, contractors, producers and dealers.

Preference shall be given for purchases from and/or contracts to local vendors or suppliers whenever reasonable unless there are demonstrable considerations of cost, quality or conflict of interest.

This policy shall not apply when:

- Goods or services are provided under a cooperative purchasing agreement or intergovernmental agreement;
- Purchases or contracts are funded, in whole or in part, by a governmental entity and the laws, regulations; or policies governing such funding prohibit application of that preference;

- Purchases are made or contracts let under emergency or noncompetitive situations, or for litigation related legal services, etc.

INVENTORY OF PROPERTY:

On an annual basis, all Department Heads are required to update and keep an inventory of the department's property. All items valued over \$5,000 must be reported on the GASB 34 list of property. All property valued between \$500 and \$4,999 must be kept on an inventory list on file at the Select Board's office.


EFFECTIVE DATE:

This Policy shall remain in effect until rescinded or amended by the current and/or future Select Boards.

The Select Board reserves the right to waive any provision of this policy as circumstances warrant.

Webster Select Board:


Nanci A. Schofield, Chairwoman


Christine L. Schadler


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